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MANAGEMENT STAFF

13. Management

a. Developed and published criteria regarding types of documents and other materials suitable for transmission to the field via non-accountable pouch manifest, which will eliminate an as yet undetermined number of dispatches.

b. Developed and assisted in installing improved procedures relating to: support services in Africa Division; direct issuance of files to requestors by Records Integration Division which eliminated clearance through originating divisions; registry operations in WH, ☐ making procedures compatible with RID and WH Division registries; and provision by RID of document extracts, reducing the need for issuance of total original documents.

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c. A detailed study of utilization of DD/I electric accounting machines was completed, which resulted in the following:

(1) Thirty-four recommendations were accepted by Special Register which will eliminate marginal reports, reduce unnecessary machine time and improve service.

(2) Twelve reports and 19,000 punched cards were eliminated in Industrial Register.

(3) A saving of \$1,080 per year was made in Biographic Register through the elimination of two machines.

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NO CHANGE in Class. ☐
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(4) A simplified method was developed for machine-

processing the Watch Office current list of key personalities.

d. A recommendation was made to reduce from [redacted]

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[redacted]

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[redacted] machine translation research project because of questionable value of much of the translated material. This recommendation was approved by the Projects Review Committee and the Automatic Data Processing Committee. Research is continued in collaboration with manufacturers, in the development of special microfilm and tape-driven typewriter equipment for application to the DB/P Walnut System.

e. Major improvements were made in the Agency dispatch procedures, eliminating the need for over a quarter of a million authenticating and signing officers' signatures annually, resulting in a reduction of material costs by \$6,000 per year. Vital materials schedules were developed for the entire DD/P area. Vital materials repository procedures were improved, resulting in a reduction of \$7,000 per year in electric accounting machine rental costs. Promotion of the records disposition program was continued, resulting in an 8.4% reduction in DD/I records holdings.

1. The Suggestion Awards Committee adopted 56 employee suggestions, 45 of which were awarded cash totaling \$2,390 with net first-year tangible savings of \$23,795 plus intangible benefits, and

14 of which were awarded letters of appreciation.

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